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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics  
FROM : Chief, Real Estate & Construction Division  
SUBJECT: Weekly Activity Report

DATE: 22 January 1954

50X1

## Items of Special Interest to the ADD/A:

a.

50X1

b. Rental Rates for [ ] (Continued item) FE/DDP is preparing a Staff Study for the approval of the DCI to provide housing at [ ] 50X1

c. Project [ ], WE Supply Base:- (Continued item) Cable received from the Field indicating that estimates for the work thus far ordered is now revised upward to [ ] which represents an increase of [ ] over the original cost estimate. This cable also indicated that details on possible alternatives are to be forwarded to Headquarters. 50X1

50X1

*what action are not taking*

50X1

Requirement for assignment of project engineer:- Final plans for the designating a project engineer pending.

50X1

d. [ ] Warehouse, additional items of work costing approximately [ ] (Continued item) Work in progress. Two proposals for changes and additions to the work have been submitted to the contractor for his estimates. 50X1

50X1

e. Release of a portion of [ ] Warehouse Facilities:- (New item) Discussion of this matter with the lessor disclosed that he is not willing to accept partial release of the premises. He informed this Div.'s representatives that he is considering the sale of the property in which event there is a possibility that this Agency will not be able to continue occupancy beyond the expiration of the present lease (30 June 1954). This subject was discussed with General Services Office in order that they may effect the relocation of the Record Center and any other Agency component using space at this location. Further discussions will be conducted in order to terminate the lease on or before 30 June 1954.

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f. [ ] (Continued item):-

## (1) NAC relocation:-

(a) Plans received from [ ] for review and revisions to provide for communication facilities on first floor and other minor changes were requested which are to be performed by the Architect-Engineer Contractor through [ ] by letter dated 26 January. 50X1

(b) A cable was prepared advising our Field representative that the location of [ ] quarters adjacent to the family quarters area had been approved subject to legal limitation of funds and square footage. The Project Engineer was requested to submit layout location plans for all family quarters to Headquarters for approval prior to construction. The plans for family quarters have not as yet been received from [ ] for approval. 50X1

(c) Headquarters Supply and Personnel Facilities - Warehouse locations:- The location plan submitted by the Project Engineer was finally approved due to information received by cable from both the Officer in Charge of Construction and our Project Engineer that the foundations for these structures had been completed. Several meetings were held by this Division with representatives of Supply Div. and the Chief, IO, and it was agreed that revisions in layout of the warehouses would not warrant the tearing up of work completed in the field even though the field had not received approval of their plans prior to construction. In an effort to clarify this a cable was sent to the Project Engineer informing him to proceed with construction, telling him that all location layouts must be approved by Headquarters prior to construction and suggesting methods at his disposal which could be used for faster communication of unclassified preliminary construction drawings to Headquarters. In an effort to eliminate the repetition of this incident a cable was sent through [ ] regarding our desire to review and approve site location and layout plans for all construction items prior to construction. The [ ] indicated that they would be glad to handle any correspondence regarding construction plans and layouts through their Officer in Charge of Construction, [ ] 50X1

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- (7) Report on Field Trip to Europe and NE:- (Continued item - 7 January)

Report presently being reviewed by Assistant Chief for Operations, Logistics.

- (8) [redacted] (FE):- (Continued item - 14 January)

50X1

Pending receipt of full particulars from the field. Available information discloses that the fire originated in room occupied by [redacted] activities have requested reconstruction funds from [redacted]

50X1

50X1

- (9) Space requirements in Proposed Warehouse, [redacted] (Continued item - 7 January)

50X1

Pending receipt of details from the field.

- (10) Office space for [redacted] (Continued item - 21 January)

50X1

Representatives from RE&C and Physical Security presently inspecting available space in the U. S.

50X1

- (11) Office space for Personnel Division, [redacted] (Continued item - 21 January)

50X1

GSA surveying the situation and will advise.

- (12) Construction of Additional TSS Facility at [redacted] (New Item)

50X1

50X1

50X1

- (13) Additional Equipment for Agency house, [redacted] (New Item)

50X1

Request received [redacted] to transfer the sum of \$1,375.00 to equip with house with miscellaneous equipment including air-conditioner, hot water heater, etc. Matter being discussed with FE/LOG.

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3. Other Items of Interest:-- None

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4. Special Problems:- (e) No change - 21 Jan.

(f) No Change - 21 Jan.

**CONFIDENTIAL**5. Major Objectives:Starting DateTarget Datea. Accountability for  
Agency Real Property.

distributed 1 Aug. '53.

Small number of  
reports continuing  
to come in.b. REEC portion of CIA  
Regulations, Part 45.Minor revisions being  
made,Pending publication  
& distribution.c. Supervise Planning of  
Construction of:-

50X1

(1)

Final acceptance pending completion of  
utilities, landscaping and road work.  
Also some minor adjustments found during  
final inspection.

(2)

72% complete.

1 March 1954.

(3)

Construction scheduled

15 Jan. 1955

50X1

(4)

(a) Headquarters &  
Supply and Per-  
sonnel Facilities.

Current

January 1955.

(b) Commo

A&E preliminary plans  
tentative; scheduled for  
completion April 1954.

50X1

(5)

Current

Feb. - Nov. 1954.

(6)

Work in progress

April 1954

(7)

99% complete

Correction of small  
items prior to  
final acceptance.d. Establishment of Field  
Inspection Program for  
Agency Real Property.

50% complete.

30 June 1954.

50X1

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